Madhushan I.H.D,

Intern-Information Technology,

IT Division,

BOC – Head Office

21st July 2020

Chief Manager,

Training & Development,

15th Floor,

Bank of Ceylon,

Head Office.

Dear Sir/Madam,

Requesting for a Service Certificate – Internship

I worked in IT Division as an intern trainee in Information Technology unit from 13th of January 2020 to 13th March 2020. After the covid-19 issue, once again I reported to work on 22nd June and I worked until 12th of July 2020. It was a tremendous journey and I learnt a lot while working in your esteemed organization. I really appreciate all the opportunities provided me for my professional growth and it added value to my profile.

I would be much obliged if you could consider issuing me a Service Certificate. This would help me immensely in my future career prospects.

Thank You,

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Madhushan I.H.D

Intern – Information Technology